



# EMERGENCY PROCEDURES

## TO REPORT A CAMPUS EMERGENCY

### Dial 911 and CAMPUS POLICE at 456-8201

#### SHOOTING/ASSAULT

EXIT the building if it is safe to do so;  
SEEK SHELTER by proceeding to a room that can be secured or barricaded, close and lock all windows and doors if possible and turn off all lights. Get down on the floor and ensure that no one is visible from outside the room. Silence cell phones, pagers, and other devices. Call 911 and 8201 give the events, location, and remain in place until instructed to exit.  
If a shooter enters your office or classroom, remain calm. Call 911 and 8201 and, if possible, alert police of the shooter's location. If it is not safe to speak, leave the line open so the dispatcher can hear what's happening. If the shooter leaves the area, proceed immediately to a safer place and do not touch anything that was in the vicinity of the shooter.

#### GENERAL EVACUATION INFO

In the event of an alarm or official notification, evacuate using the nearest exit (or alternate if nearest exit is unsafe). DO NOT use elevators! Take SMALL personal belongings (keys, wallets etc.) with you.  
Secure any hazardous materials or equipment before leaving.  
Gather in your designated assembly point unless otherwise instructed.  
Assist persons with disabilities if safe to do so. If unable to assist, notify emergency personnel of the location & number of disabled persons located in your area.  
Follow emergency directions. Do not return to building or move unless told to do so.

#### BOMB THREAT

- Evacuate the building.
- Do not use cell phones or radios within 300 feet of the area suspected of containing the explosive device.
- Faculty and Staff should check for, but not disturb, unusual objects as they depart classrooms or offices. Report these unusual objects to police or other emergency personnel.
- Follow directions given by emergency personnel. Do not return to the building or move to another location unless told to do so by officials.

#### FIRE

- Activate the nearest fire alarm pull station if safe to do so and call 911 and 8201 to alert emergency personnel.
- If the fire is small, attempt to use a fire extinguisher if you can. If the fire does not extinguish,
- EVACUATE BUILDING IMMEDIATELY.
- Follow directions given by emergency personnel. Do not return to the building or move to another location unless told to do so by officials.

#### CAMPUS CLOSURES

- Closure options include: all day closure, afternoon/evening closure beginning at 2:00 p.m., and immediate closure due to unforeseen events.
- Listen to local TV or radio stations, call the college emergency info line at 456-9500, or check campus email and [www.ric.edu](http://www.ric.edu) for information.

RIC Campus Police March 2010

#### TORNADOES/SEVERE WEATHER

- Move to an interior room or hallway on the lowest floor and get beside (not under) a sturdy piece of furniture.
- Stay away from windows. DO NOT open windows. Close any doors.
- Remain in the safe area until all danger has passed.
- If the facility is damaged, evacuate after the storm passes and stay clear of the damaged area. Be aware of debris, power lines, and gas leaks.
- Follow directions given by emergency personnel. Do not return to the building or move to another location unless told to do so by officials.

#### POWER OUTAGE

- Move cautiously to a lighted area. Exits may be indicated by lighted signs.
- Turn off and unplug computers and other voltage sensitive equipment.
- For information about a prolonged outage, check [www.ric.edu](http://www.ric.edu) or call the emergency info line at 456-9500.

#### SUSPICIOUS OBJECT

- Do not touch or disturb the object.
- Call 456-8201 (8201 from a campus phone) for RIC Campus Police.
- Notify your supervisor, faculty, or staff member immediately.
- Be prepared to evacuate.

**CALL 911  
and  
CAMPUS POLICE  
456-8201**